

MT SWIB

STATE WORKFORCE INNOVATION BOARD

AGENDA ACTION REPORT

MEETING September 9, 2016 – SWIB Meeting

ITEM SWIB Bylaw Revision

ACTION REQUESTED Action Item

PRESENTED BY Shannon Lewis, SWIB Program Manager

INFORMATION Per Section 502.1 of the SWIB Bylaws, the SWIB is obligated to review its bylaws annually. In addition, the WIOA rules provide guidance about how a state's Workforce Development Board governs itself and those changes are reflected in the updated Bylaws.

MOTION Motion to concur with the Executive Committee's motion to approve the Bylaws

SYNOPSIS The Bylaws are updated to align the Bylaws with the SWIB's upcoming work with Main Street Montana and to align the Bylaws with changes under WIOA.

SUBSTANTIVE CHANGES:

202.0 TERMS OF OFFICE:

202.0: Added: The members appointed to the Governor's Workforce Innovation Board are appointed to serve staggered 2-year terms.

Rational: In accordance with WIOA, board members terms must be staggered. Staff will work with the Governor's board advisor on how to best accomplish the requirement for staggered terms.

SECTION 301.0: MEETING PROCEDURES

301.4: Removed: Audio minutes of the proceedings for each SWIB meeting will be recorded and maintained by the lead agency. A minutes supplement shall document attendance and absences of SWIB members. The audio minutes and supplementary document for the recorded minutes will be distributed to each SWIB member and will be posted to the SWIB website before the next meeting. When audio recording

is not possible, minutes may be in written form and will need approval at the following meeting.

Rational: This is not performed by the board, nor is it required under WIOA.

301.3: Added: All meetings will use technology such as phone and web-based systems to promote board meeting participation.

Rational: WIOA requires that boards use all available technology to increase participation. In addition, this is already being performed by the board.

301.5: Added: All SWIB meetings will have official minutes, which will be posted to website and approved at the following meeting.

Rational: WIOA requires the posting of meeting minutes. In addition, this is already being performed by the board and wasn't reflected in the bylaws.

SECTION 401.0: STANDING COMMITTEES

401.1: Added:

- A. Executive Committee;
- B. Recruitment and Retention Committee;
- C. WIOA Oversight Committee; and
- D. Education and Training Committee

Rational: This addition is only included to provide clarification

401.4: Removed: Youth Services Committee

Added: Recruitment and Retention committee, which will house the Youth Committee and Workers with Disabilities, Veterans, Re-entry programs, and Native American programs.

Rational: The realignment of SWIB's committees will enable it to better complete recommendations under the Main Street Montana project.

401.5: New Section

Education and Training Committee, which will develop apprenticeship programs, Jobs for Montana Graduates, work-based learning programs and Montana University System Partnership Programs.

Rational: The realignment of SWIB's committees will enable it to better complete recommendations under the Main Street Montana project. f

ATTACHMENTS Draft Bylaws